



ASSISTANT FIRE CHIEF

Job Code: 5102

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o021

NATURE OF WORK

This is highly responsible supervisory, administrative and technical work as second in command of the City's Fire Department with specific administrative responsibilities as assigned by the Fire Chief.

Employees in this classification serve as Fire Chief in the Chief's absence. Assigned responsibilities are accomplished in accordance with established departmental rules and regulations, and modern principles of fire service practices, with considerable latitude to exercise sound technical and command judgment.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Attends meetings with architects, engineers, building owners and condominium associations to evaluate life safety plans and other fire prevention related activities
- Performs variety of administrative tasks assigned by the Fire Chief including preparing commission reports, preparing data for budget preparations, writing correspondence, conducting background investigations, resolving personnel problems
- Manages personnel issues involving transfers, assignments, and discipline
- Ensures appropriate staffing of all district fire apparatus
- Responds to multiple and high value alarms and other emergency incidents involving multiple companies, supervising the work of extinguishing fire and the performance of related life and property protection duties
- Reviews fire reports and other departmental reports as required
- Assists the Fire Chief in developing the objectives, plans, and programs of the City's Fire Department
- Assists the Fire Chief in planning, programming, and implementing fire prevention, training, and related activities
- Assists the Fire Chief in formulating and implementing fire policy, procedures, rules, and regulations
- Evaluates the work of all Division Chiefs and assigned subordinate personnel
- Reviews evaluation reports on all other officers
- Develops goals and objectives annually
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of modern techniques of fire administration, with special attention to fire prevention and fire fighting principles, practices, and procedures
- Extensive knowledge of City and County fire ordinances and regulations
- Extensive knowledge of the principles and practices of fire prevention
- Extensive knowledge of effective techniques of public information in relation to fire prevention
- Extensive knowledge of departmental policies and procedures, City Personnel Rules, and purchasing procedures
- Extensive knowledge of supervisory principles and practices
- Extensive knowledge of the various City Boards which interface with the department and its activities
- Thorough knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department and the ability to supervise the effective use of such apparatus and equipment
- Thorough knowledge of the geography of the City of Miami Beach, including the location of streets and hydrants and the types and characteristics of fire hazards within the City
- Ability to analyze situations correctly and quickly and to adopt effective courses of action in consideration of surrounding hazards and circumstances

- Ability to plan, assign, and direct the work of subordinates, both under emergency conditions at the scene of a fire or other emergency and in routine work
- Ability to analyze, prepare, and present, both verbal and written, reports and information of various kinds, including those pertaining to the fiscal needs of the Division for incorporation into the Department's annual budget
- Ability to train and otherwise instruct modern fire fighting and fire prevention principles, practices, and procedures
- Ability to laterally transfer into another Division of the Fire Department and assume command thereof, without interruption of operations
- Ability to represent the Fire Department effectively in public, to enlist cooperation in its programs, and to present its programs effectively at public meetings
- Ability to establish and maintain effective working relationships with City boards and officials, other City employees, officials of other agencies, professional groups, and the general public

MINIMUM REQUIREMENTS

- An Associate's degree in fire science or equivalent
- Supplemented by completion of advanced course work in fire fighting techniques, fire administration, and supervision
- Extensive experience in fire fighting, fire rescue, fire prevention and/or fire department management
- Experience may substitute for education on a year-for-year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact

SUPERVISION RECEIVED

- General and specific assignments are received from the Fire Chief who evaluates the incumbent on use of judgment and effectiveness as a command officer through staff meetings, conferences, inspections, and observations

SUPERVISION EXERCISED

- Incumbent plans, directs, controls, and is held accountable for the activities of all subordinate
- Considerable latitude to exercise sound technical and command judgment in the conduct of all phases of assigned duties